

**Defense Security Service (DSS)
Security Education, Training and Awareness (SETA)
Speakers Bureau**

Procedures

The DSS/SETA Speakers Bureau provides services to U.S. government-affiliated customers. The purpose of the Speakers Bureau is to provide the Department of Defense (DoD) Community with a resource for locating quality speakers for their security education, training and awareness programs.

Speakers Bureau

The Speakers Bureau will contain the following data on each speaker (*as available):

Contact Information

Full Name
Address
Telephone Number
Cell Number*
Fax Number*
Email Address

Business Information

Organization/agency name
Address
Telephone Number
Cell Phone Number*
Fax Number*
DSN*
Email Address
Website*

Subject Matter Expertise information

Reimbursement Requirements
Equipment Requirements
Travel Requirements
Dates Unavailable
Photo*
Biography
Presentation Video Clip*
Speaker's Comments*

Membership into the DSS/SETA Speakers Bureau requires the submission of a completed Speakers Bureau Registration. The information on the form will be reviewed by the SETA staff before being entered into the database. Speakers with subject matter expertise in areas that benefit the DoD or Federal Government Community will be included in the Speakers Bureau. A disclaimer will be added to the file of all speakers who have not been evaluated by DSS/SETA

staff. The disclaimer will read, “Speaker not evaluated by DSS/SETA.” When the DSS/SETA staff has evaluated the speaker, the disclaimer will be removed from their file.

The speaker’s full name, phone number, e-mail address and biography will be provided to the Government-affiliated requestor based on subject matter request. Contact information will be updated biannually and speaker membership will be reviewed annually.

Speaker Request

Requests for speakers will be received and reviewed by DSS/SETA staff. DSS/SETA will verify the request is legitimate and government-affiliated (requesting organization supports a DoD or U.S. Government mission). DSS/SETA will then provide the requester with the contact information of the speaker(s) who meet their subject matter requirements. If the requester does not have a valid .mil or .gov email address, they will need to provide a CAGE code, DODAAC, DUNS or other means of verifying a Government affiliation on their request form.

The request will contain the following (*as available):

Requestor’s Full Name
Telephone Number
Fax Number
DSN*
Cell Phone Number*
Email Address
Address
Sponsoring Organization
CAGE Code*
DODAAC*
DUNS*
Other means of verifying a Government affiliation*
Government Organization or Agency
Subject Matter Expertise Requirements
Event
Event Dates
Location of Event
Preferred Speaker Name (if known)
Speaker Expense Reimbursement Ability
Requestor’s Comments

Click Below to:

Register as a Speaker [Word](#) / [PDF](#)
Request a Speaker [Word](#) / [PDF](#)

Each form is available in two formats: PDF and Microsoft Word. Forms may be submitted to the DSS/SETA Resource Center by FAX at 410-865-3159 or email to security.awareness@dss.mil.

All questions, concerns or comments regarding the DSS/SETA Speakers Bureau should be directed to DSS/SETA at security.awareness@dss.mil or 410-865-3121.